

QUINCY RETIREMENT BOARD

Job Posting: **Retirement and Investment Operations Analyst**

Applications accepted until position is filled

The City of Quincy Retirement System is seeking a highly qualified individual for the full time position of Retirement and Operations Analyst. The System operates in conformity with Massachusetts General Laws Chapter 32; Public Employee Retirement Administration Commission (PERAC) regulations and oversight

Information pertaining to the position, required qualifications and directions to apply are as follow:

Title: **Retirement and Investment Operations Analyst**

Summary: This position reports to the Executive Director of the Quincy Retirement Board. Responsibilities include assisting the Executive Director with the retirement operations of the Quincy Retirement Board's office in conformity with Massachusetts General Law Chapter 32, Public Employee Retirement Administration Commission regulations, and the Quincy Retirement Board's policies. Calculating retiree and disability benefits, assisting members with retirement documentation, processing monthly benefits payments using PTG, adherence to Chapter 32 guidelines, data entry, interaction with PERAC, assisting QRS membership, and various other duties of more complex clerical functions.

Duties and Responsibilities:

- Prepare retirement calculations for members, including QRDO calculations, disability applications and worker's compensation offsets.
- Prepare and submit all relevant information for retirement applications.
- Coordinate all activities pertaining to the system's appropriation data including working with member units to collect appropriate information.
- Process and execute monthly benefit payments using PTG.
- Assist the Executive Director and Senior Accountant in production of the Annual Statement.
- Assist in coordination for year –end 1099R for members and IRS reporting.
- Review all system unit payrolls for compliance with PERAC's regulations, M.G.L. Ch. 32 and the Quincy Retirement Board's rules and regulations.
- Processing of 3(8)(c)'s
- Attend and participate in staff, department or other meetings, seminars and conferences as directed by the Executive Director.
- Must have a working knowledge of Microsoft Office programs, Board Paq and willingness to learn and adapt as technologies change.
- Perform other duties as required or as necessitated.

Education/Experience

A candidate for the Retirement and Operations Analyst Position should have experience working with Massachusetts Public Retirement Plans governed by Chapter 32. A Bachelor's degree in accounting, finance or business is preferred. The candidate should have a strong finance, math and accounting background. A working knowledge of PTG retirement software, MUNIS, and M.G.L /Chapter 32. An ability to create and maintain documents using Microsoft Office applications including but not limited to Word, Excel and Power Point.

Salary and Benefits

The salary for this position will be commensurate with experience. The hired professional will become a member of the Quincy Retirement System. Health, dental and life insurance, a flexible spending account plan, and a deferred comp 457 plan are available.

Application Timeline

Applications accepted until position is filled.

To Apply for this Position

Please email a cover letter of interest and resume and mail a copy of these documents to:

lmcbirney@quincyma.gov

Lisa McBirney
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Quincy Retirement Board
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